SYED DANISH HUSSAIN

MAILING ROOM OFFICER

Email: san.muzammil@hotmail.com

Phone: 0300-2938470

Address: B#29 Own Plaza Nazimabad no#1 Karachi

RESUME OBJECTIVE

Mailing Room Officer 10+ years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality

SKILLS

Problem Solving | Collaboration | Strong Work Ethic | Time Management | Handling Pressure | Leadership | Time Management | Critical Thinking | Problem Solving | Adaptability | Collaboration

EXPERIENCE

ADMIN MANAGER

JaysJays Pvt LTD

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals

MAILING ROOM OFFICER

Standard Chartered Bank Karachi Pakistan 2007-2017

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

EDUCATION

DEGREE NAME / MAJOR
BA (appeared)University of Karachi, Location 2011

DEGREE NAME / MAJOR
Intermediate (commerce) 2015